



City of Marlborough, Massachusetts CITY CLERK DEPARTMENT

**Lisa M. Thomas
City Clerk**

JOB FUNCTIONS - ROLES & RESPONSIBILITIES

THE CLERK

The Clerk at each voting place or precinct keeps a written record of the proceedings of the election, including unusual happenings. The Clerk maintains the record book, fills out forms, records the names and addresses of all challenged voters, and records and announces vote totals and results. MGL c. 54 §§ 66, 67, 85, 104, 105, 105A, 106; 950 CMR § 52.01(4); 950 CMR § 54.01(4).

The Clerk shall, as soon as the polls are closed, record the total number of ballots received at the polling place, the ballot box register and the total number of spoiled ballots. The Clerk publicly and audibly counts and announces the number of names checked on the voting lists. MGL c. 54 §§ 105, 105A, 106.

After the votes are counted, the Clerk announces the results and enters the results on the forms provided. MGL c. 54 §§ 105, 105A.

Clerk's Record contains all facts relating to the proceedings of the election required by law to be recorded. 950 C.M.R. § 54.01(4)

Including the following:

- number of ballots received,
- number on the ballot box register,
- names and addresses of any challenged voter and the person making the challenge, as well as whether the voter presented identification, etc.,
- names and addresses of any provisional voters,
- number of ballots cast,
- number of voters on the check in list & the check-out list,
- number on the ballot box register at the close of the polls
- any facts unique to that election,
- names and titles of the election officers present,
- time the polls opened,
- any problems which arise with the voting machine or system during the day, the time of those problems, and the way in which they were resolved,
- any complaints received during the day, and the manner in which they were resolved,
- time the polls closed,
- which election officers were present for the counting of the ballots.

G.L.c.54, §§ 60,66,85,105A; 950 C.M.R. §54.01(4)

THE CLERK continued

CLERK'S REPORT

The Clerks Report must list the following after the close of polls:

- Final number on voting machine
- Final number of voters from Check-In and Check-Out voting lists

Under no circumstances should the totals be altered to agree with each other. If there is a discrepancy between the # on voting machine, check-in voting list and check-out voting list then the clerks report should describe the discrepancy and outline the explanation of the error that if corrected would eliminate the discrepancy found.

- Final number of delivered Ballots, delivered/cast Absentee Ballots, Spoiled Ballots & Unused Ballots.
- Election Officials Record of Time Worked & No Affiliations Forms
- Clerk Signature on the final page of the Record

Return to the City Clerk the completed Clerks Record Report AND these 4 envelopes (with its associated contents):

- Spoiled Ballots Envelope
- with all Spoiled Ballots enclosed
- Provisional Ballots Envelope
- Sealed,
 - List the # enclosed on the outside of the envelope and verify # matches clerks report
- Affirmations Envelope
 - with all completed affirmation forms
- Absentee Envelope
 - with ONLY the envelopes from the Absentee Ballots enclosed – Ballots should have been cast during the election
 - with the Absentee Ballot AV-20 Report enclosed